

VALUE BASED COURSES (3/2 Credit)

Value Based courses	Title of the paper	Total Credit	Department
	Basic Computer Application	3	Proposed
	NCC/NSS/CP	3	

SEMESTER –II

COMMON VALUE ADDED

COURSE NAME: COMPUTER KESE ZHO (Basic Computer Application)

Credit :3

Bavüdo : 45

Thuo75: PerheKephrukeliethuo56.25 - Puotei :bavüdo 2

PetseKephrukeliethuo18.75Puotei : bavüdo 1

Kemerü: Kepethamiakehoupuoreishüphrüchiechiekeshüko nu puokemevikicüpuopuo se parlie vi shi le menuo di kephrünuomia ki pushülie.

Zatse (Unit) I-V ketsoyopuo la thuo – 11.25baphre. Pethakecüzatsepuoketsa nu rei bavüdo 6 pethaphretuo.

Zatse I: Puocahiechiekeshü

- (i) Puoca, puo zho, Puokese (Definition, Characteristics, Application)
- (ii) MS Windows - Desktop, Recycle bin, My Computer, Documents, Pictures, Music, Videos, Task Bar, Control Panel

Zatse II: Khuthuzho (Microsost Word)

- (i) Khuthozho (Microsoft Word) – Puorhikekreikreikecükö (Features of MS-Word)
- (ii) Khuthozhokekreicükö (Window Components) - Creating, Editing, Formatting and Printing of Documents – Headers and Footers – Insert/Draw Tables, Table Auto format – Page Borders and Shading – Inserting Symbols, Shapes, Word Art, Page Numbers, Mail Merge

Zatse III: Zaphrükhu (Microsoft Excel)

Zaphrükhukethuzho (Microsoft Excel) – Zaphrükhupuorhikekreikreicükö (Overview of Excel features) – Creating a new worksheet, Selecting cells, Entering and editing Text, Numbers, Inserting Rows/Columns, Changing column widths and row heights, Formulae, Referencing cells, Changing font sizes and colors, Insertion of Charts, Auto fill, Sort.

ZatseIV: Kepekieszho (Microsoft Power Point)

Kepekizho (M S Power Point) - Features of PowerPoint – Creating a Presentation - Inserting and Deleting Slides in a Presentation – Adding Clip Art/Pictures -Inserting Other Objects, Audio, Video - Resizing and scaling of an Object – Slide Transition – Custom Animation.

Zatse V: Computer Mhatho

- (i) Leshü/Dielieketsekecü (Internet, Mailing)
- (ii) Computer nya (Hardware)